



Milwaukee County

**Department of Administrative Services
Facility Management Division**

To All Interested Consultants:

June 23, 2015

Project: Facility Condition and Mechanical Risk
Assessment at the Milwaukee County
Courthouse (CTH)
Project No: 0949-12438OK
Subject: Request for Proposal (RFP)

Milwaukee County Department of Administrative Services, Facilities Management Division is requesting proposals for professional consulting services to conduct a condition and risk assessment of the mechanical systems and equipment at the Milwaukee County Courthouse located at 901 N. 10th St., Milwaukee WI. 53223.

I. BACKGROUND

Milwaukee County Department of Administration Services has funding to perform a detailed assessment of the condition of all CTH infrastructure systems. The condition assessment shall also include mechanical systems in and around exterior walkways and soft scape features on the property. The mechanical consultant shall concentrate their inspection, testing, and assessment analysis to the facility HVAC, Plumbing, and Fire Protection systems and equipment minus equipment inspected in recent assessments (see attached inventory). The assessment recommended action plan and improvement cost estimates will be utilized by Milwaukee County for future capital improvement budget planning and future maintenance management.

II. General Project Description

- A. Data Collection: Review of building plans, recent assessment reports, mechanical systems inventory, building automation control data, existing fan air balancing reports and fire protection test reports.
- B. System and Equipment Testing: Coordinate required testing of HVAC and Air Handling equipment per Milwaukee County Assessment Standards and approval of the facility manager and Facility Assessment Team mechanical coordinator.
- C. Data Analysis: Identify deficiencies of existing mechanical systems and equipment, and prepare cost estimates for repair and improvement. Identify potential energy conservation measures through the use of alternative energy efficient equipment or systems, and identify potential estimated energy savings as compared to current conditions. Assist Milwaukee County Facility Assessment Team with Data input into VFA.
- D. Report Preparation: Prepare a Mechanical condition assessment report including, updating inventory report in VFA, and updating HVAC, Plumbing and Fire Protection detailed description. Note, the assessment team mechanical coordinator will assist documenting deficiency data including recommended actions into the VFA database.
- E. Preventative Maintenance: Develop a mechanical annual preventative maintenance program and make recommendations for annual maintenance tasks, performance frequencies and man hours for the HVAC, Plumbing, and Fire Protection Systems in an Excel spreadsheet document.
- F. Existing Condition Plan Drawings: Review existing architectural base AutoCAD drawings and past mechanical project drawings, Utilize inventory located in VFA and provided by FAT and perform a facility site visit to produce mechanical AutoCAD plan drawings for each floor

(including mezzanine levels and roof plan. “This work to be included as a separate cost as an additive alternate.”

III. Scope of Work

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A. (copy will be emailed upon request).

(See Attachment A.)

IV. PROPOSAL CONTENT

- A. Cover:** Include project number and name, project location, consultant’s name, address, telephone number, fax number, email address, and proposal date.
- B. Table of Content:** Include an identification of the material by section and page number.
- C. Letter of Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposers understanding of the services to be provided.
- D. Organization:** Include the name of the principal in charge of this project and their hourly rate, the name and hourly rate of the project manager, and the names of all staff working on this project including clerical staff with their hourly rates. Provide a list of hours per staff member associated with this project.
- E. Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and approximate percentage of total services they would provide.
- F. Scheduling:** Provide a schedule, which indicates a timetable and relationship of tasks, which are necessary to complete the project. Include a statement indicating the proposed project schedule can be met.
1. June 24, 2015 - Issue Request for Proposal
 2. TBD if necessary – Pre-Proposal Meeting
 3. July 9, 2015 - RFP Due
 4. July 10, 2015 – Selection Committee selects consultant
 5. July 15th, 2015 - Offer, negotiate and execute a contract with selected consultant
- G. DBE Goals:** The disadvantaged Business Enterprise (DBE) participation goal for this project is 17%.
- H. Fee Proposal:** The fee for this project shall be clearly stated as a maximum not to exceed sum (Actual Cost) and Individual “Direct Salary Rate/Hour” **Annual Agreement**
The proposal shall include a list of tasks with associated cost of each task.
Provide an alternate cost for “Existing Conditions Drawings”.

V. PROPOSAL EVALUATION

See the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the

right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VI. GENERAL REQUIREMENTS

The proposal should use this RFP and attachments as the sole basis for the proposal. All costs for preparing a proposal or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.

Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

The successful consultant must be an Equal Opportunity Employer.

With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

The proposal must be submitted in a single bound 8 1/2" x 11" document.

Please return three (3) copies of your proposal to Keith Kerwin – Manager FAT, Milwaukee County, Department of Administrative Services, Facilities Management Division
633 W. Wisconsin Ave. Suite 1005, Milwaukee, WI 53203. Telephone (414) 278- 3926.
Proposals due by 12:00 noon July 8th, 2015.

To expedite this project, you may initially submit your proposal via email to:

keith.kerwin@milwaukeecountywi.gov

and then forward the three proposal copies to my office.

Please direct any questions regarding this RFP to me at the above email address and telephone number.

Sincerely,

Keith Kerwin
Project Manager

Attachments:

Attachment A – Scope of Work

Asset Detail Report - Courthouse

Courthouse Drawingss – PDF

Courthouse One-Line Diagram - PDF

Courthouse Area Calculations

Mechanical Inventory

Grumman/ Butkus Associates - Mechanical Systems Infrastructure Study – 4/9/2015